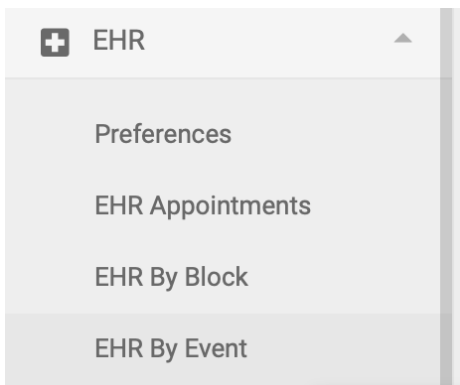


Adding EHR Notes to an Event

If your event includes EHR notes, the process is very similar to recording EHR notes for appointments. You'll record your notes on the EHR by Event page, which is on the left-hand side menu:



Note: only Users with Practitioner level access can add EHR notes to an Event.

Step 1:

On the EHR Event page, click your Event title to highlight it and open the list of attendees on the right hand side of the page:

MENU

- Dashboard
- Appointments
- Patients
- EHR
- Preferences
 - EHR Appointments
 - EHR By Block
 - EHR By Event
- Intake
- Users
- Locations
- Account
- Help

EHR By Event

Event Records By Block

Events For Alexa B Hulsey

Alexa B Hulsey

Search

- Mini Acupuncture Event**
Mar 17th 2026 - Mar 17th 2026
Main Street
- Sound Bath Only
Feb 15th 2026 - Feb 15th 2026
Main Street
- A Neat Event with Acupuncture
Jan 13th 2026 - Jan 13th 2026
Main Street

Step 2:

Once your list of attendees appears on the right hand side of the page, click the pencil icon to record your EHR notes for the event:

Events **Not checked in.**
Select an event on the left.
3 attendees found.

- Mar 16th 2026 @ 11:00 PM [115]
Snow White BD: Feb 15 1936 With
no needles in head
- Mar 16th 2026 @ 11:00 PM [116]
Grumpy The Dwarf BD: Jan 15 1937 With
- Mar 16th 2026 @ 11:00 PM [117]
Happy D Dwarf BD: Dec 21 1937 With

Note: You will only be able to enter EHR notes after the attendee has been checked in.

Step 3:

You can then enter your notes and points into the corresponding fields, just like you would for [EHR notes](#) for a regular appointment.

Once you've entered your notes, you'll click Save to save your notes, then Lock to approve and lock the record.

Revision #4

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